



Town of Los Altos Hills

The Town of Los Altos Hills invites applications for the position of
Administrative Services Director

Filing Deadline – June 1, 2007

- Salary Range:** Salary Range \$95,100 - \$115,596 annually (anticipated CPI increase of 3.2% effective 7/1/07), plus excellent benefits including Town-paid employee share PERS retirement.
- About the Town:** Located in beautiful Santa Clara County, Los Altos Hills (pop. 8,482) offers a high quality of life in a small town residential atmosphere, surrounded by pathways and open spaces. Additional information about our community is available on our website at www.losaltoshills.ca.gov.
- About the Organization:** The organization offers a challenging, hands-on, team oriented work environment. The position is assured of a variety of professional assignments that will provide a satisfying growth opportunity.
- Responsibilities:** The Administrative Services Director is an integral part of the City Manager's management team, responsible for oversight of finance, human resources, information technology, and other core administrative functions. The ideal candidate will possess hands-on management skill set of the above functions. Primary responsibilities include overseeing all accounting services such as accounts payable, accounts receivable, payroll, cash receipting, and financial reporting; preparation and management of the Town's Operating and CIP budgets; management of the annual audit and preparation of the Comprehensive Annual Financial Report and other required statistical and narrative reports. This position also manages general administrative functions including personnel, employee relations, contract administration, information technology and other support functions.
- Requirements:** A Bachelors degree with a major in Accounting, Business, Public Administration or a related field, with a minimum of 5 years of progressively responsible accounting experience, with at least 3 years experience in municipal accounting. Must have knowledge of the principles and practices of municipal finance and personnel management.
- Selection Process:** The selection process will begin with a screening evaluation of the submitted applications. Based upon this evaluation, the most qualified candidates will be scheduled for an interview.
- To Apply:** Applications are available with a complete job description at Town Hall and will be accepted until **June 1, 2007 at 5 p.m.** Submit application and resume to Town of Los Altos Hills Human Resources, 26379 Fremont Road, Los Altos Hills, CA 94022. Recruitment brochure, application and information on our community are available on our website or download from our website at www.losaltoshills.ca.gov. or call 650-941-7222 ext 222.